

LEADERS COUNCIL MEETING  
October 4, 2013  
Minutes of Meeting

Present: Joel Scherling, Betty VanDeventer, Freida Lange, Donlynn Rice, Diane Stuehmer, Brent Gaswick, Melody Hobson, Mark Schultz, Russ Inbody, Brian Halstead (left at 2:15 p.m.), Gary Sherman, Marilyn Peterson, Scott Swisher

**1. Board Follow-Up**

Dr. Swisher reviewed the State Board actions taken at the October meeting. The State Board will be reviewing an accountability system in view of policy questions. The proposed policy will be presented to Senator Adams in January with regard to LB 438. Bill Auty will be assisting with the development of an accountability system.

**2. ESEA Waiver Discussion**

Dr. Swisher reported on the discussion with USDE, Scott Sargrad, on process for applying for an ESEA waiver. At this point, Dr. Swisher is waiting on additional information from USDE.

**3. Federal Government Shutdown**

Dr. Swisher reported on the effects of the federal government shutdown on the Department of Education. If the shutdown continues, a meeting will be held on October 16 to discuss the plan for NDE.

**4. Appraisals – Triggers for Performance Improvement Plans (Joel Scherling)**

Joel Scherling led a discussion on determining what items would trigger the need for a Performance Improvement plan. It was decided that the lowest rating in each section would necessitate a plan:

- Universal Service Dimension section – a rating of “Significantly Misses.”
- Essential Job Functions section – a rating of “Failed to Meet Expectations.”

Joel also provided an update on other performance management policies such as the quarterly meetings, which will be required in 2014. HR will be providing employees more information about these issues at a later date.

**5. Administrative Memorandum (Marilyn Peterson)**

Marilyn Peterson provided an update on various Administrative Memoranda. The data security AM is in the process of being developed to include non-electronic data. The process for handling Requests for Information of public records is on the agenda for review .

Blanket approval for LCs to use personal vehicle, but notice of travel will still need to be given. Notification of any travel requires notification of travel. LCs are asked to think of options for tracking travel and notification requirements.

**6. Approving Overtime (Marilyn Peterson)**

Record-keeping for overtime and comp time is still under consideration.

**7. Getting the Good News Out About Nebraska Schools.**

**8. Other**

- Joel Scherling – final interviews for applicants for the Commissioner position is December 11-12-13.
- Melody Hobson announced the appointment of Eleanor Kirkland as the step up to quality director.
- Diane Stuehmer – PLAS list is public today.
- Russ Inbody – deficit requests approved by the Board.